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**TEST INFORMATION GUIDE**

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This test information guide provides a summary of concepts that are tested on the written (multiple-choice) examination for the **Reproduction Service Technician II** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. MECHANICAL OPERATIONS****(8 Questions)**

This job requires one to be knowledgeable of the operation of xerographic and direct process duplicators, offset presses, plate markers, process cameras, etc. The ability to operate and repair this reproduction equipment is necessary to keep paper supply loss at a minimum and to assure quality production on a high volume basis. The exam questions in this section test your general knowledge of reproduction equipment operation and repair. Test question topics include:

- Machine lubrication procedures;
- Electrical circuits and systems;
- Mechanical operation safety;
- Care of gears and bearings.

**II. MECHANICAL APTITUDE****(6 Questions)**

An employee in this job must have basic mechanical aptitude in order to be able to effectively repair reproduction equipment to reduce supply loss and meet deadlines. The questions in this exam section test your mechanical aptitude as it applies to this job and this critical task. Test question topics include:

- Application of elementary physics principles to work situations;
- Function and operation of simple mechanical systems such as levers, screws, pulleys and gears.

**III. BASIC MATH****(14 Questions)**

Knowledge of basic mathematical principles are essential in order to be able to calculate the amount of supplies needed to run printing jobs, to make supply requests and to adjust or calibrate printing equipment to meet job requirements. The questions in this exam section test your ability to perform basic mathematical calculations. The following math skills are assessed on the exam:

- Addition;
- Subtraction;
- Multiplication;
- Fractions and decimals;
- Percentage computation;
- Weights and measures (e.g., gross; ream; dozen; inches; pounds; etc.).

#### **IV. WRITTEN INSTRUCTIONS**

**(22 Questions)**

Many requests for printing jobs are made in written form. In order to efficiently and effectively complete assigned work, employees must be able to read, comprehend and follow directions given to them in a written format. This exam section tests your ability to read and follow written instructions. The written instructions passages included in this test section refer to:

- Cleaning product labels;
- Reporting to work and employee orientation instructions;
- Print machine and printing job procedures.

#### **V. OFFSET PRINT OPERATIONS**

**(18 Questions)**

An employee in this job must possess a thorough knowledge of offset press operations in order to properly complete assigned printing jobs and to avoid costly printing mistakes. The questions in this exam section test your knowledge of offset press operations and the proper use of offset press materials and equipment. Test question topics include:

- Inking print rollers;
- Troubleshooting printing problems (e.g., plate scumming; light print images; incorrect image positioning; paper wrinkling; etc.);
- Adjusting roller tension;
- Characteristics of offset printing;
- Printing terminology (e.g., bond paper; paper substance; gripper fingers; blanket; hard finish paper; etc.);
- Determining the speed at which to set the printing press.